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Chairman, Ad Hoc Committee on CS Support  
Records ( [ ] )

15 January 1960

Chief, Records Management Staff

Records Control Schedule for CS Support Staffs

- REFERENCES: a. Memorandum from [ ] to Chiefs of Support FE, EE, PP dated 25 February 1959, Subject: Ad Hoc Committee on CS Support Records
- b. Memorandum from Chief Records Management Staff dated 23 November 1959, Subject: Records Control Schedule for CS Support Staffs
- c. Memorandum from Chairman, Ad Hoc Committee on CS Support Records dated 16 December 1959, Subject: Same as "B" above.
- d. Memorandum from same as "C" above dated 21 December 1959, Subject: Field Records Disposition Guide

1. Reference "a" established the Ad Hoc Committee on CS Support Records to develop uniform filing and disposition standards for such records. [ ] of this Staff was detailed to your Committee to assist in developing these standards for the CS Support Staffs. Reference "b" transmitted to your Committee a records control schedule containing final recommendations of this Staff for the uniform filing and disposition of CS Support records at Headquarters. It was our understanding that this schedule would be coordinated with concerned Headquarters Support components; submitted to Records Management Staff for final approval, and then distributed to DD/P Support Staffs for guidance and application.

2. References "c" and "d" propose a course of action that departs from the original objective of the project and, in my opinion, needlessly complicates and hinders completion of the job we both want done. My reasons for this point of view are given in the following paragraphs.

3. There is now in existence a completely coordinated records control schedule for Support Staff records that could be issued. I recommend that this be done. The issuance of this schedule would be a significant contribution to the records disposition program of the DD/P Area since it would bring under control a substantial volume of records.

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4. Any attempt to combine the Headquarters Support Staffs schedule with a Field schedule will further delay getting a job done here at Headquarters, and there is no assurance that such a combined schedule would be appropriate for the Field. Retention periods, types of files and even filing systems are apt to vary because of the size, mission or level of responsibility of field installations. The Support Staff schedule was developed for Headquarters use and its recommendations are based on an actual inventory of representative Support Staff records, filing practices and functions. No such examination has been made in the field. A basic principle for developing effective records control schedules is that you must first know intimately what records you are trying to control.

5. The format of any records control schedule you wish to issue is of course merely an internal matter that your records officers will handle. Whether the format be two columns, three columns or a six column spread sheet is immaterial as long as the records are adequately described and the disposition instructions are clear. I have always preferred the format in which the CS Support Staffs schedule is written, because of its clarity and conciseness. We recommend its use and have had no experience that indicates there is a more effective format.

6. The development of effective records control schedules for field Support records is of utmost importance. It is the recommendation of this Staff that the following steps be taken to get the job done:

- a. Select a representative sample of field stations based on size and mission.
- b. Inventory the records of these stations and study the functions, filing practices and disposition procedures of the organization.
- c. Decide, on the basis of facts developed, whether a general type schedule or individual schedules would be most appropriate for the field.
- d. Prepare and issue the schedules.

7. Attached is an approved general schedule for records of the CS Support Staffs. Disposition instructions for items 8 a. and 23 c. have been changed as requested by the Comptroller and the Director of Personnel. This schedule contains my final recommendations for the uniform filing and disposition of such records at Headquarters and it is now ready for application.

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I wish to thank you, the members of the Committee, and the many persons contacted on this project for the affable and generous assistance given [redacted]. I also want to congratulate the Committee for completion of a pioneering job in records management. It is one that I feel can have very profitable results.

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ATTACHMENT